

**DANVILLE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #118**

**EMPLOYEE TRANSPORTATION OF STUDENTS FOR SCHOOL PURPOSES**

This form must be completed and signed by the teacher, coach or designated Danville School District 118 employee.

It must be submitted to and approved by the Principal and Superintendent before the employee may transport student(s) in his/her private vehicle.

It must include a copy of your driver's license and proof of insurance card. These copies are to be attached to the form before submitting it to your Principal. If you have an extension sticker on the back side of your driver's license, please copy and attach that also.

TODAY'S DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

TIME VEHICLE WILL DEPART: \_\_\_\_\_

TIME VEHICLE WILL RETURN: \_\_\_\_\_

This is to verify that I have a valid driver's license and current insurance coverage on the private vehicle to be used to transport students and I have attached copies to this form.

\_\_\_\_\_  
Employee's Signature

Permission is hereby given for \_\_\_\_\_ to transport student(s) in his/her vehicle.  
Printed Name of District 118 Employee

In all cases, parents shall give permission for such transportation and a record of such shall be on file in the building.

Verification of attached Driver's License and Insurance: \_\_\_\_\_ Yes (Items are attached and correct)

\_\_\_\_\_ No (Items are not attached or are not correct)

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature